

Sanitation District

Air Quality Permits

LRDA Number 20081762

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of permits to operate an air pollution emission source issued by Health Departments/Districts. May contain emission source information, copies of standards/regulations, permitting information, related correspondence, and similar documents.	Five (5) calendar years from the renewal, modification, suspension, expiration or revocation of the permit or for the retention period required by the health district, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 52.1476, Health District Regulations, NAC 445B.224 (2)	None

Authorization to Discharge Permit

LRDA Number 20071613

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents permits issued by the Nevada Division of Environmental Protection and/or other regulatory body to discharge effluent.	Five (5) calendar years after expiration, renewal, modification, suspension, or revocation of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 445A.241, NAC 445A.251	NAC 445A.241(1) -The duration of permits is fixed and does not exceed 5 years.

Consumer Confidence Reports

LRDA Number 20071607

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of annual water quality reports sent to customers of the water system.	Three (3) calendar years from the end of the calendar year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.155 (h)	Review for historical value.

Corrective Action Records

LRDA Number 20071605

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents actions taken by sanitation districts to correct violations of primary drinking water regulations and may include but is not limited to reports, logs, related correspondence, and similar documents.	Ten (10) calendar years after the date of last action.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33, 40 CFR 141.405 (b)(1)	None

Sanitation District

Costs of Construction, Estimated

LRDA Number 20071036

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the estimated construction costs of proposed sanitation projects.	Five (5) fiscal years after completion or termination of a project.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125 (17)(c)	None

Cross-Connection Control and Backflow Prevention Records

LRDA Number 20071606

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records which document compliance with NAC 445A.67185 for cross-connection control and backflow prevention programs. This series may include but is not limited to implementation schedules, inspection reports, plans for testing and tracking all primary assemblies for the prevention of backflow, annual testing results of assemblies, lists of the particular assemblies for the prevention of backflow, a list of the measures the supplier of water will take to enforce the program if any customers of the system fail to comply with the program, violation notices, letters documenting any fines or repairs, and related correspondence.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NAC 445A.67185 to NAC 445A.67255, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Developer Inspection Reports

LRDA Number 20071040

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of construction inspection reports documenting the day to day progress of construction on developer projects.	Three (3) calendar years after construction completed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

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Distribution System Records

LRDA Number 20071602

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records related to water operations and may contain but is not limited to operator walk-through, daily logs, pump calculations, pump station logs, elevations, distribution system flow reports, storage tank levels, water facilities daily reports, notification of planned outages and or shutdowns, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	40 CFR 122.48, 40 CFR 123.25, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Drawings, Blueprints and Specifications

LRDA Number 20071038

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. This series may contain but is not limited to drawings, blueprints, specifications, photographs, and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Equipment Maintenance and Calibration Records

LRDA Number 20071618

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the maintenance and calibration of equipment and instruments used to monitor water treatment operations.	Life of the equipment plus three (3) additional years	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Fixture Records

LRDA Number 20071601

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents fixture count on/in property and is used to assess proper sewer fees.	Permanent.	None	None	None

Sanitation District

General Ledger

LRDA Number 20071033

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	None	NRS 318.085	None

Laboratory - Chain of Custody Forms

LRDA Number 20071617

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records tracing the sample from collection through analysis.	Five (5) calendar years from generation of the last entry in the records.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	2003 NELAC Standard 5.4.12	National Environmental Laboratory Accreditation Conference (NELAC)

Laboratory - Preventive Maintenance Reports

LRDA Number 20071616

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents preventive maintenance and repair activities for all instruments and equipment including but not limited to pH meters, analytical balances, incubators, refrigerators, autoclaves, and water baths.	Five (5) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	EPA 815-R-05-04, 8.5 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition), 2003 NELAC Standard 5.4.12.2.4	National Environmental Laboratory Accreditation Conference (NELAC)

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Laboratory Certifications

LRDA Number 20071615

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents on-site laboratory assessments and certification program reviews and may contain but is not limited to checklists, corrective action reports, final reports, certificates, proficiency testing (PT) study results, correspondence and related documents.	Six (6) calendar years or until the next certificate data audit is complete, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	EPA 815-R-05-04 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition)	None

National Pollution Discharge Elimination System Permits (NPDES)

LRDA Number 20071620

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application for and issuance of a permits under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. This series may contain but is not limited to applications, permits, modifications, compliance reports, influent and effluent reports, chemical analysis reports, water flow records, test and recording reports, compliance schedules, inspection reports, related correspondence and similar documents.	Five (5) calendar years after expiration, renewal, or revocation of permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 123.25, 40 CFR 122.7, 40 CFR 122.41 (j) (2), 40 CFR 122.42 (3), 40 CFR 122.46 (1)	In accordance with 40 CFR 122.46, NPDES permits shall be effective for a fixed term not to exceed 5 years.

Operation and Maintenance Manuals

LRDA Number 20071609

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consist of operation and maintenance manuals for public water/treatment facilities.	Lifetime of the equipment or facility.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

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Oversight Inspections

LRDA Number 20071611

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents oversight inspections of water, water reclamation, and/or water pollution control construction projects by the Nevada Division of Environmental Protection, Nevada State Health Division or District Health Authorities and similar regulatory bodies.	Five (5) calendar years after final acceptance.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NAC 445A.799, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Plant Maintenance Records

LRDA Number 20071042

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the ongoing maintenance of sanitation facilities and may contain but is not limited to maintenance schedules, maintenance reports, repair reports, installation reports, correction reports, related correspondence and similar documents.	Three (3) calendar years after facility is closed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (3)(d), NRS 239C.090, NAC 239.165 (1)(2)	None.

Reclaimed Water Permits

LRDA Number 20071614

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the issuance of temporary water permits for construction related activities such as dust control.	Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Reservoir Inspections

LRDA Number 20071603

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents reservoir inspections and may contain but is not limited to acceptance letters, inspection reports, maintenance and repair records, rehabilitation records, test reports, related correspondence, and similar documents.	Life of the reservoir including the post-closure care period (if applicable).	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.210, NAC 239.165 (1)(2)	None.

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Sanitary Survey Records

LRDA Number 20071051

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents sanitary surveys required by permit to locate and identify health hazards to public water systems.	Ten (10) calendar years after completion of the sanitary survey involved.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (c)	Review for historical value.

Secondary Contaminant Reports

LRDA Number 20071619

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes.	Ten (10) calendar years from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 445A.455 to NAC 445A.457	None

Sewer Cleaning Records

LRDA Number 20071610

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents annual reporting of line jetting and cleaning, line inspections, and similar activities and may contain but is not limited to maintenance and repair schedules, maintenance requests, inspection requests, customer complaints, maintenance and repair reports, cleaning reports, copies of plans and drawings, related correspondence and similar documents.	Ten (10) calendar years from the date of the report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Variance and Exemption Records

LRDA Number 20071604

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents variances and exemptions granted to a public water system.	Five (5) calendar years after the expiration of the variance or exemption.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	40 CFR 141.33 (d), NAC 445A.487 to 445A.491	None

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Waste Collection and System Operation

LRDA Number 20071049

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the operation and maintenance of wastewater treatment systems. This series may include but is not limited to monitoring information such as laboratory testing data, chemical records, flow and loading data, copies of equipment/instrument calibration records, original strip chart recordings, records and reports required to be kept in accordance with the permit, operation and maintenance manuals, copies of operations and maintenance inspections, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NAC 239.165 (1)(2)	None.

Waste Flow Measurement Readings

LRDA Number 20071050

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the amount of pollution discharged from wastewater treatment facilities and may include but is not limited to copies of reports submitted to the U.S. Environmental Protection Agency and/or the Nevada Division of Environmental Protection, logs that record waste flows, chemical settings, processing reports, filter information, tank levels, pressure, and similar monitoring information.	Five (5) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Wastewater Sewage Sludge Application Records

LRDA Number 20071608

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents sewage sludge use and disposal activities.	Five (5) calendar years from the end of the calendar year to which the report pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 503.17	None

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Water Conservation Plan

LRDA Number 20071694

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of water conservation plans required by state law/regulation. These plans are based on the climate and living conditions of the water service area and may contain but are not limited to public conservation education documents, water management documents (used to identify and reduce leakage in water supplies, inaccuracies in water meters, high pressure in water supplies, and where applicable, the reuse of effluent), contingency plans for drought conditions, a schedule for carrying out the plan, and measures to evaluate the effectiveness of the plan. This series includes all revisions and updates to the plan.	Permanent.	NRS 540.131 (4) --The plan must be available for inspection by members of the public during office hours at the offices of the supplier of water, may be revised from time to time to reflect the changing needs and conditions of the service area. Each such revision must be made available for inspection by members of the public and must be updated every five (5) years and comply with the requirements of this section and NRS 540.141.	NRS 540.121 to 540.151, NRS 704.662 to NRS 704.6624, NAC 445A.5922 (5)(a)	None

Water Operators Certification File

LRDA Number 20071621

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the certification process for operators of water systems as required by state and federal law /regulation. The files may contain but are not limited to applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents.	Twelve (12) calendar years from the date they are no longer certified.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR 142.15, 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875, NAC 445A.617 to 445A.652, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

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Water Project Files

LRDA Number 20071696

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the initial construction, renovation, modification or expansion of public water systems or facilities. This series may contain but is not limited to applications, permits (if applicable), complete plans and specifications, health authority's review and written approval, engineering analyses, records of distribution system, environmental impact studies, environmental assessments, construction/renovation reports, inspection reports, project reports, engineering reports that describe the water project as it was constructed, as-built drawings, notice of completion, cost statements, maps, photographs, legal notices, copies of reports submitted to state and/or federal agencies, related correspondence and records documenting the date water project was tested, accepted and placed into service.	Permanent.	This record series contains confidential and/or restricted information.	NRS 239C.110, NRS 239C.210, NRS 349.961, NAC 445A.6758 to NAC 445A.67644	None.

Water Project Files [Financial Records]

LRDA Number 20071695

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document grant awards for water related projects and may include but is not limited to a brief description of the proposed water project, grant application, bidding schedules, estimated schedules of payment, cost allocation plans, expenditure reports, audit reports, monitoring reports, copies of purchase orders, loan documents, vouchers, related correspondence and similar financial documents.	Three (3) fiscal years from the submission of the final expenditure report, or as required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NRS 445A.200 to NRS 445A.275, NRS 349.935 to NRS 349.987, NAC 445A.67613 to NAC 445A.67623, NAC 239.165 (1)(2)	None.

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Water Project Files -Not Needed to Maintain System or Facility

LRDA Number 20161920

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series are generally administrative and are not needed to maintain the public water system or facility. This series may contain but is not limited to project documents submitted for review and comment, cost estimates, unsuccessful or rejected bid documents and bid activity documents, construction schedule records, material receipt tickets, liens, lien releases, waivers, construction safety documents, traffic control plans, construction site environmental compliance documents (trash abatement, dust control, etc.), progress reports, related correspondence and similar documents.	Ten (10) calendar years after completion of project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.110, NRS 239C.210	None.

Water Quality, Reports of Bacteriological Analysis

LRDA Number 20071054

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Five (5) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.33 (a)	None

Water Quality, Reports of Chemical and Radiological Analysis

LRDA Number 20071055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains records documenting water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.	Ten (10) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.33 (a)	None

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Water Quality, Reports of Lead and Copper

LRDA Number 20071053

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for lead and copper tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Twelve (12) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.91	None

Water Quality, Statistical Averages

LRDA Number 20071052

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents statistical averages of water quality and may include but is not limited to water consumption reports, water testing records, water chemistry reports, water bacteriological reports, monitoring reports, analysis reports, and similar reports used to create statistical reports.	Permanent.	None	None	None

Water Turbidity Reports

LRDA Number 20071229

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data.	Ten (10) calendar years from the end of the calendar year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (a), 40 CFR 142.14 (a)(4)(I) , 40 CFR 142.14 (a)(4)(ii)[C](2)	None